## How to Register for the Conference

Please note: TRAIN 3.0 has been release. Registration will look different than in previous years.

Welcome to the new version of MI-TRAIN. Take a look around. The new web address is <a href="http://www.train.org/mi-train">http://www.train.org/mi-train</a>. If you have questions with registration, please contact Crystal Black at <a href="blackc14@michigan.gov">blackc14@michigan.gov</a> or 517-284-3232.

## **Starting Registration:**

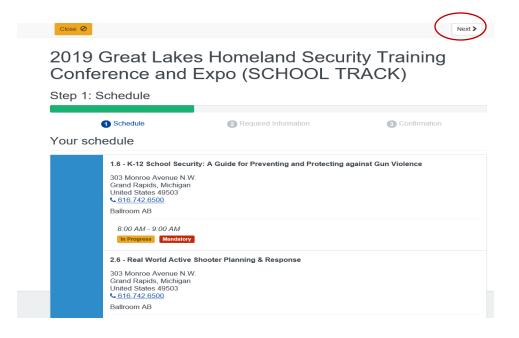
• Register here or type in 2019 Great Lakes Homeland Security Conference and Expo (SCHOOL TRACK) in the search box and click Enter.

Click on the title of the conference SCHOOL TRACK to register

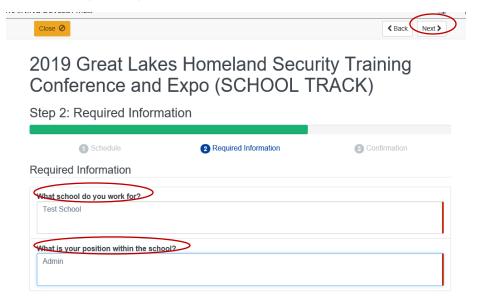
Wait a brief moment for the to load on the page.



Registering for the Conference: The school track has mandatory sessions, so they will automatically populate. Now, click **Next.** 

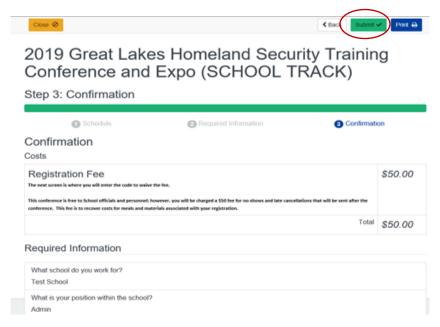


Step 2: Required information: You must answer the required questions before the next button will appear. Once entered, click **Next. You will not be permitted to click "next" until you have answered both required questions.** 

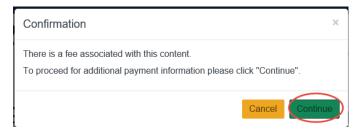


Step 3: You will see a confirmation page that summarizes your registration. If everything looks correct, click the green submit button at the top of the screen. At this point it appears a fee is due. Click submit and complete the registration in MI-TRAIN. You will enter the special code at the payment site.

 Once you hit submit, you will be returned to the conference details page. There you should see a Go To Step 2 button. Click that to advance to the external Payment Processing Center. This is where you will enter the school guest code, to waive the \$50 fee.



You will receive a message stating a fee is associated with this conference, click Continue.



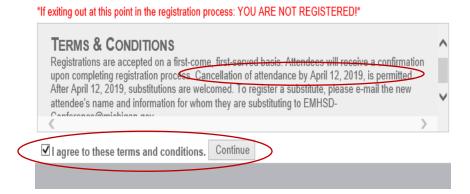
Enter your special code and click Next.



Enter any dietary needs and then hit Continue.
Note the message in RED at the bottom of the screen.



 You will see a summary of your information. If everything is correct, check the box to agree to the terms and conditions and click **Continue**



## **Finalizing Information:**

You will receive a confirmation indicating you completed the payment process.

Success! You are now registered for the conference.